

Communications Unit Program Document Updates

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Overview



- Documentation Background
- NIMS-CU Workgroup Annual Meeting
- Recommended Revisions (Request Approval)
 - Arizona Regional All-Hazards COML Recognition Procedure
 - NIMS Communications Unit Workgroup Policies and Procedures, including detailed review of Section 3 – application process
- Next Steps

Background



- SIEC's Communications Unit Working Group, with support from the PSIC Office, developed a COML Recognition Program:
 - approved by SIEC on May 18, 2010
 - approved by PSCC on July 20, 2010
- On August 17, 2010, SIEC formed the NIMS Communications Unit (NIMS-CU) Workgroup and approved its Policies and Procedures
- Both documents were posted on the PSIC website:
<http://www.azpsic.gov/library/coml/> (*new website url*)

NIMS-CU Workgroup Annual Meeting



- On June 30, 2011, the Workgroup held its annual meeting to review and revise communication related policies/procedures.
- Document Updates were discussed, with the following goals:
 - Update for consistency with DHS terminology (“All-Hazards”) and updated program requirements
 - Keep information related to the general structure of the Recognition Program in the AZ Regional All-Hazards COML Recognition Procedure (requires approval of SIEC and PSCC) and update as appropriate
 - Move and update information related to Application/Taskbook requirements and review process to the NIMS-CU Workgroup Policies and Procedures (requires approval of SIEC only)
 - Reference DHS requirements as appropriate, instead of detailing items which may change

General Revisions Recommended



- Update Document Titles
 - “Arizona Regional COML Recognition Procedure” became “Arizona Regional **All-Hazards** COML Recognition Procedure”
 - “NIMS Communications Unit Workgroup Policies and Procedures **Related to AZ Regional COMLs**” became “NIMS Communications Unit Workgroup Policies and Procedures”
- Change all references to the Government Information Technology Agency (GITA), including website URLs, emails and physical addresses, to reflect merge into ADOA’s Arizona Strategic Enterprise Technology (ASET) Office
- Create “Arizona Agency” definition consistent with AIRS SOP definition (with added AZ requirement); Defined as any Arizona police, fire, Emergency Medical Service (EMS), municipal, county, State, tribal, or federal Agency, or Non-Governmental Organization (NGO) performing public safety or public service activities.

AZ Regional All-Hazards COML Recognition Procedure



- Describes the procedure for being recognized as an AZ Regional All-Hazards COML.
- Detailed requirements for Taskbooks, application materials, and agency certification were moved to the NIMS-CU Policies and Procedures.
- Additional revisions:
 - **1.3 – Reference added:** NIMS-CU Workgroup Policies and Procedures
 - **1.6 – Updates & Revisions clarified:** provide a more detailed description of revisions process (i.e., review by the NIMS-CU Workgroup and approval by SIEC and PSCC)
 - **2.2 – Course Prerequisites streamlined:** references DHS website
 - **2.3 – Training Course updated:** reflects revised curriculum length and new federal record-keeping practices
 - **2.10 – Continuing Education and Experience added:** recommends continued participation in training, exercises, incidents and events

NIMS-CU Workgroup Policies & Procedures



- Describes the policies and procedures that will be followed by the NIMS-CU Workgroup.
- Revised from its original format to be consistent with other policies and procedures.
- Recommended revisions - Information from the Arizona Regional All-Hazards COML Recognition Procedure was moved into section 3 titled “Arizona Regional All-Hazards COML Application Review Process” including:
 - 3.1 – Application Requirements
 - 3.2 – Taskbook Requirements
 - 3.3 – Review
 - 3.4 – Notification of Results
 - 3.5 – Agency Certification Changes
 - 3.6 – Renewal

3.1 – Application Requirements



- Applications for recognition or renewal of recognition as an AZ Regional All-Hazards COML must be submitted to the PSIC Office electronically, in person, or by mail.
- Applicants must provide:
 - Arizona Regional All-Hazards COML Submission Checklist which includes personal contact and Agency affiliation information (with a revised form included in Appendix A)
 - Written confirmation that all prerequisite training has been completed
 - Copy of the Certificate of Completion from DHS approved All-Hazards COML training
 - Copy of the completed All-Hazards COML Taskbook

3.2 – Taskbook Requirements



- The All-Hazards COML Taskbook must be legible and include the following completed elements:
 1. Each numbered task in the Taskbook must be initialed by a qualified evaluator who was present at the incident *[Note: separate initials are not required for each bulleted sub-task]*

Approval authorities for Taskbook requirements include:

- Incident Commanders, Logistics and Operations Section Chiefs
 - NIMS-trained All-Hazards COMLs
 - Supervisory personnel or other individuals with relevant experience who are qualified to evaluate the requirement being approved
2. Contact information for each evaluator must be provided in the evaluator information section at the back of the Taskbook

3.2 – Taskbook Requirements, *cont.*



- The Taskbook must also contain:

3. Final Evaluator's Verification: signed verification by a qualified evaluator that all tasks in the Taskbook have been performed and are appropriately documented, and that the candidate has performed as a trainee
4. Agency Certification: Signed certification by an Arizona Agency Certifying Official, confirming that the candidate has met all requirements for qualification as an All-Hazards COML and that the qualification has been issued

[Note: If a Taskbook contains an Agency Certification by an agency that is not an Arizona Agency, as defined in Section 1.2, the candidate must submit a separate Agency Certification using the Revision of Agency Certification section of the AZ Regional All-Hazards COML Certification Form (revised form, included in Appendix B) with certification by an Arizona Agency.]

3.3 – Review



- The PSIC Office will review application materials for completeness and verify that applicants have provided all necessary documentation.
 - Complete application materials will be distributed to Workgroup members within two weeks of receipt
- Workgroup members must abstain from any processing of their own application materials.
- The Workgroup will review the candidate's submitted materials and may make additional inquiries if more information is needed from the candidate, Taskbook evaluators and/or the candidate's Agency.
- Approximately two weeks prior to scheduled meetings of SIEC, the Workgroup will meet to discuss applications.

3.3 – Review, *cont.*



- A minimum of three Workgroup members must actively participate in each applicant-related action.
- Taskbooks will be evaluated by the Workgroup based on the number, depth and complexity of the incidents/events listed.
- Applicants approved by at least three of the Workgroup members will be formally granted recognition.
- The Workgroup will also determine recommendations that will be made to those applicants who are not granted recognition.

3.4 – Notification of Results



- After the Taskbook review is complete, the PSIC Office will advise each applicant and their Agency in writing of the results of the Workgroup's review.
- Applicants granted recognition will be issued a document confirming the designation and will be added to the AZ Regional All-Hazards COML Resource List.
- Those not granted recognition will be sent the Workgroup's recommendations for additional training and/or experience needed for the applicant to be considered for recognition at a later date.
- The PSIC Office will generate a Summary Report of the Workgroup's actions and provide it to SIEC at its next meeting.

3.5 – Agency Certification Changes



- Recognized AZ Regional All-Hazards COMLs must maintain affiliation with an Arizona Agency during the recognition period.
- An Arizona Agency Certifying Official may withdraw certification by formal written notice of such withdrawal using the Removal of Agency Certification section of the AZ Regional All-Hazards COML Certification Form (revised form, included in Appendix B).
- If an AZ Regional All-Hazards COML moves to a different Agency, he/she must provide an Agency Certification from the new Agency using the Revision of Agency Certification section of the Arizona Regional All-Hazards COML Certification Form to enable the PSIC Office to update records accordingly.
 - Note: The change of affiliation will not affect the recognition renewal date for the Arizona Regional All-Hazards COML.

3.6 – Renewal



- Prior to the end of the three-year recognition period, recognized Arizona Regional All-Hazards COMLs seeking renewal of their designation must:
 - Request renewal *[Note: Instructions and forms for submitting applications for renewal will be provided on the PSIC website.]*
 - Document communications experience and/or participation in training, education and/or incidents during the previous three years
 - Provide Agency Certification from an Arizona agency affirming that they continue to meet all requirements for qualification as an All-Hazards COML and that such qualification has been issued.
- Applicants requesting renewal who are approved by at least three of the Workgroup members will have their status as a recognized Arizona Regional All-Hazards COML renewed for an additional three year term.
- The Workgroup will determine recommendations that will be made to any applicant who is not granted renewal of their recognition.

Next Steps



- If the **Arizona Regional All-Hazards COML Recognition Procedure** is approved by SIEC, it will be presented to PSCC at the September 20th meeting for approval.
- If the **NIMS Communications Unit Workgroup Policies and Procedures** is approved by SIEC, it will be posted on the PSIC website and sent to the interested parties list (about 650 people).

Further Discussion; Questions? Possible Approvals

Thank You!

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